

Instructions for Completing Form Titled: Projects with Lapsing Funds on June 30, 2004.

Please **do not make any changes** to the form such as adding/deleting columns or rows or merging cells. Some columns have been hidden and include information necessary to report to the Department of Finance (DOF), i.e., responses from all local agencies on a project basis by fiscal year and type of funds. You may increase the width of the columns and the height of the rows to create more space for your responses.

It is critical that all information requested be completed and submitted to the Department of Transportation (Department) by December 1, 2003. No late submittals will be accepted and there is no appeal process to the DOF's decisions which are expected in June 2004.

1. Projects may be listed more than once on the form. This means that a project has federal and state funds and/or is funded from multiple fiscal years.

You must complete all the information requested every time the project appears (you may copy and paste your responses as applicable).

2. **Initial Project Amount (FY Project Balance):** This represents the federal or state funds authorized/approved for a project in a given fiscal year. This represents the total funds that were encumbered for the project in a specific fiscal year and/or fund type.
3. **Unliquidated Encumbrance Balance (Fiscal Year Project Balance):** This represents the unspent federal or state funds that will lapse on June 30, 2004, from a specific fiscal year.
4. **Purpose of Project/Project Description:** Please include additional information to adequately describe the project.
5. **Project Title/Location Description:** Please include additional information as necessary.
6. **Project Consistent with Original Scope and Purpose of Appropriation?** The answer to this question should be yes, unless the project scope has changed drastically from when initially authorized.
7. **Reason for Delay:** This is probably the most important information and will most likely be the focus for the DOF to make a decision to approve or deny the request to extend funds. Please provide detailed information explaining why these funds have not been expended.

The DOF has indicated that if funds have not been spent or projects have not been completed due to the agency's "project reprioritization" in the delivery/completion schedule, DOF will use this information to automatically deny the request to extend funds.

8. **Identify Impediments for Completion:** Responses should focus on delays that may occur due to **future** events/issues. This is different from the prior question, which focuses on the reasons that led to the delays in expending the funds/completion of the project.

Instructions for Completing Form Titled: Projects with Lapsing Funds on June 30, 2004.

9. Will the Project be Completed Within the Requested Extension Period? Or will the funds be expended within the requested extension period?

The DOF will not approve any extension beyond the maximum extension period of 8 years for CWAs or 1 year for re-appropriations.

10. Name of Local Agency Contact Providing Information: Please provide the name of the agency contact person providing the responses.
11. Additional Comments: This field is available to include any other information not previously provided.
12. Approval by DOF: The DOF will use this field to notify the Department of their decision to approve or deny an extension request.
13. If Not Approved, Provide Reasons: This field is for the DOF to provide information on why they have not approved an extension request.
14. The form must be signed by the agency's approving board or council member. Forms without signatures will not be accepted.